

TRIPURA GAZETTE



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PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

**GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION (PERSONNEL & TRAINING) DEPARTMENT**

No.F.1(1)-GA(P&T)/19

Dated, Agartala, the 14th March, 2022.

NOTIFICATION

It has been decided by the Government that, online eLeave module will be launched for sanction of all kinds of leave under the Tripura State Civil Services (Leave) Rules, 1986 and All India Services (Leave) Rules, 1955 through the following link:

<https://ehrms.tripura.gov.in/>

Taking into consideration the onboarding process of personal information, the same is being carried out for all IAS officers posted in the State and TCS officers at first phase. All IAS officers and all TCS officers, posted in the State, are hereby requested to apply for all kinds of leave through the eLeave module to be started **with effect from 1st April, 2022** for consideration towards grant of leave. In this regard, following important aspects may be followed while applying for eLeave:


- (i) Employees will log into the module with their Government/NIC email credentials and password/mobile OTP etc.
 - (ii) If the officers are not able to log into the portal they may ensure that required information in the Google Form, *as sought for by this Department vide Memo. No.F.1(1)-GA(P&T)/19, dated 27/10/2021*, are submitted online by the officers concerned for integration in the system. A copy of the said Memo. dated 27/10/2021 is attached.
 - (iii) On accessing the module, employees will apply for regular kind of leave in the prescribed manner as available in the system including Casual Leave & Restricted Holiday.
 - (iv) However, while submitting online applications, a scanned copy of duly filled-in ink-signed hardcopy of application in prescribed form (Form-I) is required to be uploaded at the appropriate box provided in the system (except for casual leave and restricted holidays). In case of commuted leave, necessary medical documents such as Illness/Fitness certificates are also required to be uploaded at the appropriate box.
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- (v) While recommending leave-applications, the Controlling officer should propose the name of appropriate link-officer(s) or charge-arrangement and any other remarks, if any, in the text box (Remarks column).
- (vi) After disposal of the leave application by the competent authority, the communication will be automatically generated in the system and downloadable for future reference.
- (vii) On joining by the officer concerned after availing the sanctioned leave, he / she has to submit joining report in the system as provided in the module.

Enclo.- Memo. dated 27/10/2021.

By order the Governor,



14/03/22
(Md. H. Rahaman)
Under Secretary to the
Government of Tripura.

MEMO

Subject:-Introduction of e-leave module-reg.

It has been decided by the authority that, e-leave module for all employees of the State Govt. shall be introduced. Initially, this will be introduced for IAS & TCS officers. In order to introduce e-leave module, basic information like *email, name, Aadhar number, PAN Number, GPF No or PRAN, Mother's Name, Identification mark, current post, permanent address & Aadhar consent etc.*, for all officers are required for seeding in the system for operationalization of the module. The NIC has devised a **Google Form** for online submission of these information by concerned IAS/ TCS officers through Google email IDs at the link <https://forms.gle/peZ67sp8BbpkHAY68/>.

2. The undersigned hereby requests to all IAS & TCS officers to access to the Google Form through Google email IDs as stated above and submit the required information preferably within 10 (ten) days for migration of the data in e-leave module. (*It is mentioned that, personal information like Aadhar number etc., will be masked/encrypted*).


27/10/2021

(L H Darlong)
Pr. Secretary to the
Government of Tripura.

To

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